



4-H Shooting Sports

Learn by Doing

4-H Volunteer Job Description – Safety and Education in Shooting Sports (SESS)

Position Description:	Discipline Instructor (Archery, Rifle, Shotgun, Muzzleloader, Wildlife Skills) – 4-H SESS Program
Time Commitment:	Three year commitment preferred. Program ranges from 8-36 hours (preparation time is not included).
Location:	Function from home and serve youth with the county/area.
Supervision:	Extension professional in charge of 4-H (youth) programs/SESS coordinator.
Purpose:	Support the positive growth and development of youth involved. Be responsible for the overall teaching of knowledge and skills related to a specific discipline to 4-H members, ages 9-19

Responsibilities:

1. Plan and prepare for project meetings or workshops, using hands-on learning with reflection through workshops, field trips, audio/video resources, guest speakers, teaching kits, computers, or other learning tools. Coordinate these activities with the club leader for club level activities or Extension staff for county level activities.
2. Become familiar with the goals and objectives of the project area available, as well as the specific project materials in order to help support members.
3. Welcome parent ideas, activity and project assistance, support and attendance at 4-H activities.
4. Meet/share with the member at least 6 times a year.
5. Assist the member, with the 4-H Club Leader in setting goals and developing a 4-H plan for the year that includes:
 - Developing skills in the areas of leadership, citizenship, communications, personal life management and knowledge through project work.
 - Completing a minimum of one community service project a year.
 - Publicly demonstrating their learning by giving a presentation or demonstration before a group.
 - Reflecting on plan progress.
 - Keeping records of their shooting progress and activities.
6. Answer/research questions the member has about 4-H and 4-H opportunities.
7. Support the member, being sensitive to their abilities and needs and being available to coach as needed.
8. Follow all 4-H guidelines and policies of Iowa State University Extension, the Iowa 4-H Program and the local 4-H program.

Qualifications:

- Enjoy working with young people.
- Ability to guide, coach and motivate while nurturing positive youth development, decision making, responsibility, and leadership in youth.
- Expertise in a project area and a sincere interest in mentoring and sharing knowledge and skills with youth in an educational setting.
- Willingness to become familiar with, support and work within the philosophy guidelines of Iowa State University, Iowa 4-H Program, and the local 4-H program.
- Successful completion of the Iowa 4-H Child Protection Policy screening and willingness to complete trainings.

Resources Available:

The Iowa State University Extension Service 4-H Program agrees to:

- Provide training opportunities (local and/or area);
- Provide appropriate curriculum, newsletters, and other resource materials;
- Provide the screening required for volunteers;
- Listen to ideas to help improve the 4-H program; State of Iowa Tort claim liability insurance and automobile insurance coverage for registered 4-H events and activities.
- Provide appropriate recognition and awards to leaders

Receives Counsel and Guidance From:

- County Youth Coordinator
- County Extension Education Director
- 4-H Youth Development Specialists

Specific Responsibilities:

1. Stress shooting safety.
2. Coordinate activities with SESS coordinator.
3. Coach members on proper shooting techniques.
4. Attend all shooting club meetings and activities.
5. Recruit and train assistant instructors as needed.
6. Inform Coordinator about, and help secure, needed equipment and facilities.
7. Recruit parents and members.
8. Participate in all additional training programs the local SESS committee decides to include (i.e. Hunter Education, Red Cross First Aid, 4-H Leadership).
9. Help plan the yearly program.
10. Actively encourage and support members.
11. Encourage members to participate in other 4-H events and activities.

Qualifications Required:

1. Age 21 or older for all disciplines except archery which is 18 or older.
2. Ability to work with youth and adults.
3. Have an interest in shooting and some knowledge of shooting techniques.
4. State certification in specific discipline and recertified as required.
5. Be familiar with 4-H objectives and philosophy and/or willing to learn about them.
6. Moral standards consistent with the 4-H philosophy.
7. Approved through the child protection and safety policy screening process.

Support to be Provided:

1. 4-H SESS instructor training workshop (16 hours minimum).
2. 4-H SESS curriculum handbook upon completion of the workshop.
3. Local volunteer training programs.

To Apply, Contact:

Your county Extension office (put link here)

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Extension and Outreach

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